

**ATTACHMENT J.4.18**

**GENERAL SHIPPING INSTRUCTIONS, REV. 7, DATED 3/12/96, PAGE NUMBERS 1-3**



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## GENERAL SHIPPING INSTRUCTIONS

### GENERAL

The transportation instructions and requirements contained herein apply to all purchase orders/subcontracts unless otherwise indicated in the body of the purchase order/subcontract or in a specific change notice. All transportation expenditures are subject to Government audit (Ref: 41 C.F.R 101-141). *If failure to comply with these instructions or any other shipping instructions contained in the purchase order/subcontract results in additional freight costs to FERMCO, the purchase order/subcontract price will be reduced by that amount, plus a \$25.00 administrative charge.* If there are any questions or additional information required, call the responsible FERMCO Buyer.

**WARNING:** It is a Federal offense to violate packaging and shipping regulations for hazardous materials and substances. Shippers must comply with all Federal, State and Local laws and regulations pertaining to transportation.

### REQUIREMENTS (BILLS OF LADING, INVOICES, PACKAGES AND DRIVERS)

1. Ship "collect" on f.o.b. terms unless directed otherwise by the purchase order/subcontract (exceptions include Vendor Truck, etc.). Do not use c.o.d. service. The following statement must be on the bill of lading if the transportation charges are to be paid by FERMCO:

"Transportation hereunder is for the U.S. Government, Department of Energy (DOE), and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are to be reimbursed by the Government, pursuant to according to cost-reimbursable contract number DE-AC24-92OR21972 under the provisions of section 10721 of the Revised Interstate Commerce Act (49 U.S.C. 10721). This may be confirmed by contacting the DOE representative at (513) 648-3138."

2. When not shipping "collect" on f.o.b. origin shipments, invoices which include transportation charges shall be accompanied by copies of the paid transportation bill regardless of dollar value of the transportation costs. The maximum amount FERMCO will pay is the same amount as if the package(s) was shipped "collect." Billings which include transportation charges associated with the Seller utilizing its own vehicle shall be substantiated by a separate transportation invoice itemizing the basis for the charge.
3. All f.o.b. destination shipments must be "prepaid."
4. All shipping documents must show the appropriate Tender Number. The Seller shall describe freight on shipping papers per the applicable carrier classification. Consolidate on one (1) bill of lading two or more



shipments that are being consigned to FERMCO on the same day.

5. All packages and shipping documents must be clearly marked with the name of the recipient and the applicable FERMCO purchase order/subcontract number.
6. FERMCO receiving hours are Monday - Friday, 7:30 a.m. to 2:30 p.m. unless specified otherwise in the purchase order/subcontract. Call 513-648-5021. Receiving, to answer any questions. The delivering driver must have proof of U.S. citizenship (only if going into controlled area).
7. Unless otherwise directed by the FERMCO Buyer, the Seller shall send a copy of the bill of lading to the FERMCO Buyer's Traffic Office for all shipments of: (a) classified materials, (b) protected sensitive and protected controlled materials, (c) explosives and poisons, classes A and B, (d) radioactive materials requiring the use of Yellow III labels, (e) truckload/carload shipments of supplies weighing 20,000 pounds or more, (f) shipments that occupy the full visible capacity of a railway car or motor vehicle, and (g) shipments that will require significant material handling support personnel or equipment, i.e., crane, forklift, etc.

Fax a copy of the bill of lading with the estimated time of arrival to the FERMCO Traffic Office. Facsimile Number (513) 648-5002.

#### VALUE AND INSURANCE

The Department of Energy and FERMCO will NOT pay for insurance against loss, damage, or destruction. On "f.o.b. destination - prepaid and charge" shipments, the Seller may elect to protect itself against loss; however, "the cost of such insurance WILL NOT be reimbursed". When FERMCO will bear the cost of transportation and when the applicable rate is dependent upon released value, shipment should be released at the MAXIMUM VALUE at the LOWEST RATE.

#### METHOD OF TRANSPORTATION

It shall be the Seller's responsibility to ship material and equipment in accordance with the following instructions unless otherwise directed on the purchase order/subcontract:

##### A. Standard Routing

The Seller shall ship routine deliveries where transportation charges are to be paid by FERMCO in the following manner unless otherwise specified in the purchase order/subcontract:

*NOTE: All bills of lading shall identify the applicable tender number for the motor carrier being utilized.*



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SHIPMENTS WEIGHING	SHIP VIA
1 - 100 lbs. (Per Package)	UPS Ground. Collect - Combine multiple smaller boxes on same purchase order/contract into one shipment. Verification of weight and shipping point such as UPS pick-up report, to be attached to invoice. UPS Account #484-233
100-10,000 lbs. (LTL)	Use the motor carrier from the following list only that serves your shipping point:  Preston Trucking Company, Inc. (Tender No. 1014)  Overnight Transportation Co. (Tender No. 1762)  Yellow Freight Co., Inc. (Tender No. 2598)  ABF Freight Systems, Inc. (Tender No. 1560-A)
Over 10,000 lbs. (TL or Rail)	Request specific routing from the FERMCO Traffic Section at 648-5014 or 648-5018. If rail service, specify CSX as the delivering carrier.
1-100 lbs. (Per Package)	Federal Express Government - Account #1615-0490-4 IF NEXT DAY DELIVERY IS REQUESTED.
Over 100 lbs.	Federal Express - Heavy Weight Division. Account # 1615-0490-4. IF NEXT DAY DELIVERY IS REQUESTED.

B. Premium Transportation

1. Premium transportation must be approved by the appropriate AMTL before authorization by buyer.
2. The following methods are considered premium transportation and SHALL NOT be used without prior authorization from the FERMCO Buyer: Air Freight, Air Freight Forwarder, Express Shipments, Air Parcel Post, Exclusive Use of Vehicle, Air Ride/Padded Van, or any method other than the most economical.
3. If shipping "Collect" and/or "Premium" transportation that has been authorized by the FERMCO Buyer, it shall be the Seller's responsibility to ship material and equipment in accordance with the following instructions unless otherwise directed on the purchase order/subcontract:

AIR - NEXT DAY (FERMCO Account No. Must be Included on the Air Bill)